

AGREEMENT

BETWEEN

THE BOROUGH OF NEPTUNE CITY

COUNTY OF MONMOUTH, STATE OF NEW JERSEY

AND

NEPTUNE CITY EMPLOYEES ASSOCIATION –

LOCAL #196

IFTPE

January 1, 2012 through December 31, 2015

PREAMBLE

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, by and between THE BOROUGH OF NEPTUNE CITY, NEW JERSEY, hereinafter referred to as the "employer," and the NEPTUNE CITY EMPLOYEES ASSOCIATION, hereinafter referred to as the "Association" or "Union":

WITNESSETH:

WHEREAS, it is the intent and purpose of the parties hereto to maintain and promote a harmonious relationship between the Employer and such of its employees who are within the provisions of this Agreement in order that more efficient, productive, and progressive public service may be rendered, and to establish a basic understanding relative to rates of pay, hours of work and other conditions of employment consistent with the law;

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto agree with each other with respect to the employees of the Employer recognized as being represented by the Association as follows:

UNION DUES

Each employee covered by this agreement shall, as a condition of employment, be required to pay a "fair-share" fee equal to eighty-five percent (85%) of the normal dues and initiation fee and assessments of Local 196, AFL-CIO, unless such employee is a member of the union. Fees deducted from such employee's salary shall be transmitted to Local #196, IFPTE by the fifteenth of each month.

ARTICLE I  
RECOGNITION

The Employer hereby recognizes the Association as the sole exclusive representative for collective negotiations concerning salaries, hours of work and other terms and conditions of employment for all blue collar and white collar public works department employees employed by the Borough of Neptune City.

 WE

**ARTICLE II**  
**MANAGEMENT RIGHTS**

Section 1. It is understood and agreed that the Employer possesses the sole and exclusive right to conduct the business of the Borough, except as modified by the Agreement and consistent with existing laws, to manage and direct the affairs of the members of the Association, and to fulfill its lawful obligation.

Section 2. It is further understood and agreed that all rights of management are retained by the Employer, that these rights shall include, but not be limited to the right to:

- a. direct, supervise and otherwise manage the employees to maximize efficiency and to take all reasonable steps to improve productivity of the members of the Association;
- b. hire, promote, transfer and assign;
- c. suspend, demote, discharge or take other necessary disciplinary action for just cause;
- d. relieve employees from duty because of lack of work or other legitimate reasons;
- e. determine the work to be performed within the unit of employees covered by this Agreement;
- f. purchase the services of others by contract or otherwise.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

Section 1. A grievance is hereby defined as any complaint or questions arising between the Employer and the Association, or any employee represented by the Association, as to the meaning, application, or operation of any provision of this Agreement. It is understood and agreed that either party of this agreement may file a grievance as hereinabove defined.

Section 2. For purposes of providing an orderly method for handling and disposing of grievances as defined, and to promote and improve the productivity of the members of the Association, it is hereby agreed that all such grievances shall be adjusted as follows:

STEP 1. If the Union or an employee represented by the Union wishes to file a grievance, it shall be presented by the designated Union representative or the aggrieved employee orally to the Department Head or his designated representative within twenty (20) days after the occurrence which gives rise to the grievance. If the Employer files a grievance, it shall be presented orally by the Borough Administrator to the President of the Union within twenty (20) days after the occurrence which gives rise to the grievance. The respective party to whom the grievance is presented shall answer such grievance orally within five (5) days from the date of its presentation.

STEP 2. If the grievance is not resolved at Step 1, or if no answer has been received within the time limits set forth in Step 1, the party initiating the grievance shall present same in writing to the Borough Administrator or the President of the Union as the

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case may be within five (5) days of the answer or expiration of time limits set forth in Step 1. This written presentation shall set forth the nature of the grievance, the applicable provisions of the Agreement, and the position of the initiating party with respect to same. The party to whom the grievance is presented shall answer the grievance in writing within five (5) days after receipt of same.

STEP 3. If a Union or employee grievance is not resolved at Step 2, or if no answer has been received within the time limits set forth in Step 2, the written grievance may be presented to the Committee of Council that oversees that Department in the Borough. The Committee shall render its decision on the grievance in writing within fifteen (15) days from the date the grievance is presented. If an Employer grievance is not resolved or answered at Step 2, it shall be considered denied and the Employer shall have the right to request arbitration pursuant to the procedures hereinafter set forth.

STEP 4. If the Union or employee grievance is not resolved at Step 3, or if no response is received by the initiating party within the time limit set forth in Step 3, the grievance as written may be presented to the Mayor and Council of the Borough. The Mayor and Council shall render a final written decision with respect to the grievance within twenty (20) days from the date said grievance is presented.

Section 3. If a grievance is not settled at the final step of the grievance procedure, the aggrieved party shall have the right to choose between submitting such grievance to arbitration or to avail himself of all legal remedies provided by Title 40A of the Revised New Jersey Statutes. This will require the aggrieved employee to make the election in writing as he is not entitled to pursue both remedies. This written election of remedy shall be transmitted to the Borough Administrator or his/her designated representative.

Section 4. ARBITRATION – Any grievance as hereinabove defined which is not resolved by the grievance procedure may be submitted to arbitration in accordance with the following terms and procedures:

- a. The party requesting arbitration must make the request in writing within fifteen (15) days after the final step of the grievance procedure, (Step 4 for Union or employee grievance, and Step 2 for Employer grievance);
- b. All request for arbitration shall be submitted to the Public Employment Relations Commission (PERC) for selection of an arbitrator in accordance with the procedures of that Agency;
- c. The cost of arbitration shall be shared equally by the parties, but each party shall pay its own costs and expense incurred in presenting its case to the arbitrator;
- d. The arbitrator shall interpret the Contract as written and shall not have authority to add to, modify or otherwise change the written agreement between the parties.
- e. The arbitrator shall render his written opinion and award within thirty (30) days after the close of the hearing, except in the case of discharge which the parties herewith agree to expedite to Step 4 of the grievance procedure within five (5) days of the date of discharge, and if not settled, to process said discharge to arbitration within three (3) days after decision under Step 4 of the grievance procedure. In a discharge case, the arbitrator shall render a “bench award” within four (4) hours after the close of hearing and thereafter shall file his written opinion and award.

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STEP 5. The parties mutually agree to extend the grievance procedure time limits and may also mutually agree to expedite a grievance to the final step of the grievance procedure after Step 1 presentation.

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## ARTICLE IV

### SUSPENSION AND DISCHARGE

Section 1. The parties agree that the Employer may suspend or discharge any employee covered by this Agreement regardless of his seniority for good/just cause. Notice of such discharge or suspension shall be served upon the Union at the same time it is served upon the employee involved.

Section 2. If an employee feels that he is being discharged or suspended unjustly, said employee may file a grievance in accordance with the provisions of the grievance procedure set forth herein, which grievance must be initiated within three (3) days (exclusive of Saturday and Sunday) from the date of the receipt of notice of discharge or suspension. If no grievance is filed within the time period specified, then said discharge or suspension shall be deemed absolute and final.

## ARTICLE V

### NO STRIKE – NO LOCKOUT

Section 1. It is recognized that the need for continued and uninterrupted operation of the departments and agencies of the Borough is of paramount importance to the citizens of the community and that there shall be no interference with such operations. Accordingly, the parties agree that there shall be no strikes, walk-outs, sympathy strikes, refusal to cross picket lines, slow-downs, unlawful picketing, sick outs, or any other interference with normal work performance by the Association, its officers, members, agents, principal, or employees covered by this agreement.

Section 2. The Union will take all reasonable actions necessary to prevent its members, officers, representative and employees covered hereunder, either individually or collectively from participation in any of the conduct described in Section 1 above or any similar activity, including but not limited to publicly disavowing such action and ordering all such officers, representatives, employees or members who participate in such unauthorized activity to cease and desist from same immediately and to return to work along with such other steps as may be possible under the circumstances to bring about compliance with its order. In cases of unauthorized activity described herein, the Employer may impose disciplinary measures or discharge any or all of the employees directly or indirectly involved. Any such disciplinary action taken by the Employer may be treated as a grievance and processed in accordance with the terms of this Agreement.

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Section 3. In consideration of the foregoing, the Employer agrees not to lock-out or cause to be locked-out any employee covered under the provisions of this Agreement.

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## ARTICLE VI

### NON-DISCRIMINATION

Section 1. The Borough and the Association agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin or political affiliation.

Section 2. The Borough and the Association agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization, or to refrain from any such activity. There shall be not discrimination by the Borough of the Association against any employee because of the employee's membership or non-membership or activity or non-activity in the Association.


Section 3. Only one (1) personnel file shall be maintained by the Borough of an employee. Nothing of an adverse nature shall be placed in an employee's file without his or her initials being placed thereon and a copy being given to the employee.

## ARTICLE VII

### HOURS OF WORK

Section 1. The standard work week shall be Monday through Friday, 6:30 am to 2:30 pm for all Public Works employees.

- a. Employees shall be entitled to one paid (1) fifteen minute break in the morning.
- b. Employees shall be entitled to a paid one-half (1/2) hour lunch.

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## ARTICLE VII

### OVERTIME

Section 1. Hours of work in excess of those regularly scheduled shall be deemed overtime and shall be compensated at the rate of one and one half (1 ½) times the employee's regular hourly rate of pay or in compensatory time off at the regular hourly rate of pay or in compensatory time off at the rate of one and one half (1 ½) hours for each hour of work.

Section 2. Whenever an employee is required to attend departmental meetings during his regular scheduled time off, he shall receive compensatory time off at the rate of one and one half (1 ½) hours for each hour.

Section 3. The scheduling of all compensatory time off which may be earned under the terms of this Agreement shall be at the discretion of the supervisor in charge of the employee's department, and will be consistent with the provisions hereinafter set forth. Employees shall provide the Department Supervisor with seven (7) days advance notice of request for compensatory time off. Full consideration shall be given to emergency requests for compensatory time off. No more than one employee shall receive compensatory time off at one time unless specific approval is given by the Department Supervisor. Whenever possible, request for compensatory time off shall be granted consistent with the needs and efficient operation of the Department.

Accumulated compensatory time will not exceed two hundred and forty (240) hours for the current calendar year, and any excess must be requested to be taken off within fifteen (15) days or it will be assigned off by the Department Supervisor. In addition, no employee shall be permitted to take a combination of personal or



compensatory time off that exceeds five consecutive days without prior approval of the Department Supervisor.

During the year an employee may request to convert accumulated compensatory time to paid overtime. This shall be requested through the Department Supervisor or his designee and shall be paid to the employee on the next pay period following the request, providing the funds are remaining in the budget.

Accumulated compensatory time may be carried over from one calendar year to the next.

Section 4. In the event that an employee is required to appear as a witness in any judicial proceeding outside his/her regularly scheduled work day, arising directly out of his/her employment, he/she shall be guaranteed one (1) hour at double time, irrespective of time spent and shall receive time and one half ( $1 \frac{1}{2}$ ) for any time past the first hour.

## ARTICLE IX

### CALL IN PAY

Whenever an employee is called into work either prior to or after his regularly scheduled day work day or on weekends or on scheduled holiday, he/she shall receive compensation at the rate of double time (2 hours) for one hour and time and one half (1 ½) for all hours worked beyond the first hour. If an employee has completed a regular workday and has left duty, and he/she is called back into duty; the above rate schedule will apply.

The employee shall have the option to elect pay or compensation time for the above.

This does not apply to part-time employees.





ARTICLE X

WAGES

**SCHEDULE OF SALARIES**

1. The starting salary will be \$25,000.00 and all full time employees hired after January 1, 2012 will be eligible for \$1500.00 raises in each year of the contract. The top salary for any Public Works Employee will be \$51,000.00 after which time the employee will be eligible for percentage increases only. Employees at or above \$51,000.00

2012 1.5%

2013 1.5%

2014 1.5%

2015 1.5%

For Employees hired prior to January 1, 2012 who have not yet reached top salary

2012 1.5%

2013 \$2,000

2014 \$2,000

2015 \$2,500

2. Public Works Mechanic increases are as follows:

2012 1.5%

2013 1.5%

2014 1.5%

2015 1.5%

In addition to the above salary for the Mechanic, an annual stipend of \$1,000.00 will be given.

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## ARTICLE XI

### LONGEVITY

In addition to salaries, wages or other payments hereunder, employees shall receive longevity payment at the annual rate of \$750.00 for each completed five years of service with the Borough. Longevity payment shall be paid on November 15<sup>th</sup> of each year. In the first year an employee becomes eligible for a longevity increment, said payment shall be prorated based upon the remaining number of months in the calendar year after the employee's anniversary date. For example, an employee completing 5 years of service on June 30<sup>th</sup> would receive a longevity increment of \$375.00 on November 15<sup>th</sup>. Each year thereafter, the employees would receive a longevity increment of \$750.00.

Upon completion of ten years of service the employee will receive a longevity increment of \$1500.00 for each year until fifteen years of service is completed, at which time the employee will receive a longevity increment of \$2250.00. This will continue until the completion of twenty years of service, at which time \$3000.00 will be paid each year for longevity payments.

If the employee shall terminate his/her employment with the Borough of Neptune City or retire, he/she shall then receive his/her longevity on his/her last paycheck.

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## ARTICLE XII

### CLOTHING AND TOOL ALLOWANCE

Section 1. The following clothing allowances are effective January 1, 2009:

Public Works Employees -

\$500 per year

Section 2. Any uniform or clothing, excluding jewelry that was damaged or destroyed in the performance of duty shall be replaced by the Borough as soon as possible. Any restitution ordered by the court in the event clothing was damaged shall be paid to the Borough.

Section 3. The Mechanic, at his or her option, may use \$250 of his or her clothing allowance for tools.



## ARTICLE XIII

### HOLIDAYS

Section 1. All employees covered under this agreement shall be entitled to the following (13) paid holidays per year. The recognized holidays are:

New Year's Day

Martin Luther King's Birthday

Presidents Day

Good Friday

Easter (Floating Holiday)

Memorial Day

July 4<sup>th</sup>

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Friday After Thanksgiving Day (in lieu of Election Day)

Christmas

Section 2. If the employer declares any other holiday for Borough employees, other than the PBA bargaining unit, the same shall be given to the employees covered hereunder.

Section 3. All employees required to work on any of the above Holidays will receive pay at two times (2x) the employee's regular hourly rate of pay.



## ARTICLE XIV

### PERSONAL DAYS

Section 1. Each employee shall be entitled to four (4) personal leave days per calendar year without loss of pay. There shall be no carry over of unused personal leave from one calendar year to another. The scheduling of personal days off shall be at the discretion of the Supervisor in charge of the employee's home department. All other employees shall submit their request for personal days off five (5) days in advance. The request shall be given to the employee's department supervisor. Full consideration shall be given for emergency request of personal days.

Section 2. No employee shall be permitted to take a combination of personal or compensatory time off that exceeds five (5) consecutive days without prior approval of the department supervisor.

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## ARTICLE XV

### VACATIONS

Section 1a. Each employee covered by this Agreement shall be entitled to annual vacation leave based upon his years of full-time service with the Borough in accordance with the schedule which is set forth as follows:

#### YEARS OF SERVICE

#### WORKING DAYS

6 Months through 1 year	1 day per 2 months a maximum of 5 days
After 1 complete year through 5 complete years	10 working days
6 <sup>th</sup> year through 8 complete years	15 working days
9 <sup>th</sup> year through 15 complete years	20 working days
Start of 16 <sup>th</sup> year and thereafter	25 working days

Section 1b. Any employee hired after 7/1/93 shall be entitled to annual vacation leave which is set forth as follows:

#### YEARS OF SERVICE

#### WORKING DAYS

6 Months through 1 year	1 day per 2 months (a maximum of 5 days)
After 1 complete year through 5 complete years	10 working days
6 <sup>th</sup> years through 10 complete years	15 working days
11 <sup>th</sup> year through 19 complete years	20 working days
Start of 20 <sup>th</sup> year and thereafter	25 working days

Section 2. For purposes of computing time in service each employee employed by the borough on or before June 30<sup>th</sup> shall earn credit for the entire year. If an employee is hired on or after July 1<sup>st</sup>, his time in service shall be computed from the following January.



Section 3. Scheduling of annual vacation leave shall be the sole responsibility of the Department Supervisor. Wherever possible, requests for vacation leave shall be granted consistent with the needs of the Department. Where two or more employees request the same vacation leave, preference is given on the basis of seniority consistent with the needs of the Department.

Section 4. If the services of any employee covered hereunder are terminated for any reason other than discharge for cause, his vacation entitlement shall be pro-rated and paid to him if owed or reimbursed to the Employer from the final paycheck if the employee has taken vacations in excess of his pro-rated vacation entitlement at the time of termination. No pro-rated vacation benefits shall be paid to an employee who is discharged for just cause.



## ARTICLE XVI

### INSURANCE AND MEDICAL BENEFITS

Existing health care benefits and Life Insurance benefits shall be continued during the term of this Agreement, as well as Worker's Compensation and False Arrest Insurance.

Existing dental plan benefits shall be continued during the term of this Agreement for the benefit of all covered under this Agreement. It is understood and agreed between the parties that the employer shall have the right to change the carrier providing the insurance as set forth therein. By the designation of a new carrier, however, the Employer may not reduce the benefits of the employee. The question of whether or not such benefits are comparable under the new carrier and the existing carrier shall be subject to arbitration as through final binding arbitration under the Grievance procedure were in place but only the terminal provision for binding arbitration shall apply to the resolution of this dispute.

Employees can keep group medical benefits after regular retirement by paying premiums in advance to the Borough.

Section 2. Employees hired prior to 7/1/1993: The Borough of Neptune City will pay the full cost of all eligible full time employees who are enrolled in the "Point of Service Plan". Employees who choose the option of the "Traditional Plan" will pay the difference in premium between the "Point of Service Plan" and the "Traditional Plan".

Section 3. Employees hired between 7/1/93 and 6/30/2006 shall be entitled to the "Point of Service Plan" paid by the Borough for a period of five (5) years from the employee's



date of hire. After five years of employment, the employee will be eligible for coverage for themselves and their eligible dependents.

The employee shall be entitled to purchase dependent coverage at the employee's expense at a rate payable by the Borough for its covered employees through payroll deductions. Purchase of this coverage may be made at anytime during the five (5) year period in accordance with the carrier's rules and regulations.

Section 4. Employees hired after July 1, 2006 shall be entitled to Point of Service Health Insurance paid by the Borough for a period of three years from the date of hire. After three years of employment, the employee will pay fifteen percent (15%) of the premium for which they are eligible.

The employee shall be entitled to purchase dependent coverage at the employee's expense at a rate payable by the Borough for its covered employees through payroll deductions. Purchase of this coverage may be made at anytime during the three (3) year period in accordance with the carrier's rules and regulations.

Section 5. Any employee who elects not to be enrolled in any and all of the above health benefits shall receive the following compensation in lieu of said benefits, payable on November 15<sup>th</sup>.

Single coverage:	\$2,000
Parent & Child	\$2,300
Husband & Wife	\$3,000
Family	\$3,600



Employees who are not eligible for dependent coverage shall only be entitled to single coverage payout.

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## ARTICLE XVII

### SICK LEAVE

Section 1. Sick leave is defined as any absence from duty because of illness or accident not arising out of an employee's course of employment and may be used by an employee for personal illness, illness in his immediate family which includes only his/her spouse, cohabitant, and children and requires his/her attendance upon the ill member, quarantine restriction, pregnancy or disabling injuries.

Section 2. Permanent full-time employees of the Borough on annual salary shall be granted sick leave hereinbefore defined with pay to which they are eligible, as follows:

- a. Employees with less than five years of service shall during the first year of full time service accumulate sick leave at a rate of eight hours a month or twelve days per year until they complete five (5) years of service. After completion of five (5) years of service the employee shall accumulate sick leave at a rate of ten (10) hours for each full month of service or fifteen (15) days per year.

The amount of such leave not taken shall accumulate from year to year to his or her credit up until the employee's separation with the Borough.

- b. All employees upon separation from the Borough shall be entitled to one-half (1/2) day at the rate of pay in effect at the time of separation for each full day of unused accumulated sick leave up to a maximum of three hundred (300) days which is the equivalent of one hundred and fifty (150) days pay.

- c. Said accumulated sick leave shall be paid to the employee in one lump or in such increments as employee and the Borough shall agree, upon employee's separation from employment with the Borough. Employee may elect to use any such sums due to employee under this subparagraph toward the cost of maintaining health insurance through the insurance carrier utilized by the Borough, at such cost and upon such terms as the Borough's insurance carrier in its sole discretion shall determine.
- d. In the event that an employee separates from the Department within five (5) years of his or her starting date, all of the aforementioned accumulated sick leave benefits will be NULL AND VOID, unless that separation is a disability retirement.
- e. Any employee who takes sick leave after he/she has already worked a portion of the work day, may use one-half (1/2) day of his sick leave benefits.
- f. The Borough of Neptune City retains the right in its discretion to extend the period of sick leave aforementioned beyond the terms previously cited.
- g. In the event of the employee's death prior to his or her separation, all accumulated sick leave benefits will be paid on the basis noted in this section above to the employee's designated beneficiary or estate.

Section 3. The Borough Administrator may require a certificate from a licensed physician as proof of illness. An employee must promptly notify his Supervisor of intended absence from work. Notification shall be made before the employee's usual

starting time. Failure to notify his superior officer may be cause for denial of the use of sick leave for that absence and may constitute cause for disciplinary action.

Section 4. Borough employees cannot accrue sick or vacation time beyond the period of one year while the employee is on leave for job related injuries.

Section 5 If any employee does not use any sick days in a calendar year, they will receive eight (8) hours of compensatory time. This compensatory time must be used by September 30<sup>th</sup> of the subsequent year.

Section 6 Each employee may be granted two Non Illness Days for each year of the contract. These Non Illness days shall not accumulate from year to year. Non Illness Days must be requested and must be approved by the Superintendent of Public Works.

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**ARTICLE XVIII**  
**BEREAVEMENT LEAVE**

Section 1.

- a. In the case of death in the immediate family, an employee shall be granted leave and suffer no loss of regular straight time pay for a maximum of four (4) working days, up to and including the day of internment.
- b. Immediate family shall be defined as the employee's spouse, child, step-child, mother, father, brother, sister, employee's grandparents and spouse's grandparents, son-in-law, daughter-in-law, grandchildren, mother-in-law, father-in-law and cohabitant.
- c. Reasonable verification of the event may be required by the Borough of Neptune City.
- d. Such bereavement leave is in addition to any holiday, day off, vacation leave or compensatory time off falling within the time of bereavement.
- e. An employee of the Borough may make a request to their Department Supervisor for time off to attend a funeral separate and distinct from bereavement leave. Such request, if granted, shall be charged the option of the employee as a personal day or against accumulated compensatory time off.



## ARTICLE XIX

### JOB INCURRED INJURY

Section 1. When an employee has a work connected injury or disability and is unable to work, the Borough shall pay the employee his or her regular salary until such time that worker's compensation takes effect.

Section 2. The Borough shall pay the difference between worker's compensation and the employee's regular salary for a period not to exceed one (1) year from the date of injury, after which time the employee shall then revert to worker's compensation.



ARTICLE XX

MILITARY LEAVE

Section 1. Military leave shall be governed by the applicable provisions of the New Jersey Revised Statutes.

Section 2. Leaves requested by employees who are members of the New Jersey National Guard or a military reserve unit in order to meet minimum attendance requirements shall be governed by the applicable provisions of the New Jersey Revised Statutes.

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## ARTICLE XXI

### JURY DUTY

Section 1. Any employee subpoenaed for jury duty shall receive his/her standard daily pay, provided he/she endorses over to the Borough any compensation check exclusive of mileage, received by the employee as a juror.

Section 2. Where an employee receives notice of jury duty, he/she immediately advises his/her Department Head or Supervisor, who shall in turn notify the Borough Clerk and Treasurer so that his/her absence from his/her job responsibilities may be approved and the receipt of the jury compensation check by the Treasurer can be assured.

## ARTICLE XXII

### VOLUNTEER SAFETY DEPARTMENTS

The Association shall provide to the Borough Clerk/Administrator and Supervisors a list of all Borough employees who are active and/or exempt members of the Volunteer Fire Departments and Fire Aid Squads. Upon request of the Borough Fire chief, Assistant Fire Chief, or First Aid Captain, all employees on the individual lists may answer alarms or calls where they are requested unless performing duties that would cause detriment to the Borough.

Any employee responding to the emergency call and not needed is required to immediately return to his/her job site.

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## ARTICLE XXIII

### LEAVE OF ABSENCE

Leaves of absence without pay for a period of time not to exceed three (3) days per year shall be granted with prior approval by the Department Head or Supervisor together with the reason therefore shall be recorded as directed by the Borough Clerk/Administrator.

Any employee desiring a leave of absence without pay will submit a request in writing to his/her Department Head or Supervisor giving the following information:

1. The period for which the leave is desired;
2. The reason for the leave;
3. The specific date on which he/she will return to work and upon which he/she can expect to be terminated from his/her employment if he/she has not returned to work or obtained an extension of the original leave.

## ARTICLE XXIV

### RETIREMENT BENEFITS

Section 1. All Borough employees enrolled in the New Jersey Public Employee's Retirement System shall be subject to the requirements and provisions of the respective plans.

Section 2. All employees' contributions to the plan shall be deducted from their salaries and remitted to the State in accordance with the provisions of State Law.

Section 3. Employees with a minimum of five (5) years of service and who shall have accumulated sick leave upon retirement or separation for each full day of unused accumulated sick leave up to a maximum of three hundred days which is the equivalent of a maximum of one hundred and fifty (150) days pay

Section 4. Said accumulated sick leave shall be paid to the employee in one lump sum on retirement from the Borough of Neptune City. Upon separation, other than retirement, said accumulated sick leave pay shall be given to the employee within 45 days notice of separation.

Section 5. In the event that an employee separates from employment with the Borough within a period of less than five (5) years of service, or his/her starting date, all the above mentioned accumulated sick leave benefits shall be NULL and VOID, unless that separation is a disability retirement.

Section 6. In the event of the employer's death prior to his/her separation, all the above accumulated sick leave shall be payable to the employee's designated beneficiary or estate.

Section 7      All employees will be eligible for health benefits upon retirement under the following conditions:

- a. Employees must apply and be approved for retirement under regulations for the Public Employees Retirement System.
- b. Employees must have had at least 25 years of employment with the Borough or 15 years of employment and be at least 62 years old.
- c. The employee is only eligible for the “Point of Service” benefits or the equivalent if the Borough changes Insurance Carriers.
- d. The employee will pay 50% of the premium on a monthly basis.
- e. The employee is eligible for “Employee Only” overage. The employee can provide coverage for a spouse or eligible dependent at their own expense.
- f. Health benefits will cease when the employee reaches the age for which they are eligible to receive Medicare/Medicaid benefits.

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## ARTICLE XXV

### LAYOFF AND RECALL

Section 1. Should it become necessary to layoff employees because of a lack of work, budgetary limitation or discontinuance of a particular service the Borough shall resort to strict seniority.

Seniority shall be defined as total length of continuous service during which the employee has been employed by the Borough of Neptune City in the employee's Department.

Section 2. In the event of a layoff, there shall be a presumption that seniority shall prevail. The employee with the least seniority shall be the first laid off. Upon rehiring, the laid off employee with the greatest seniority shall be the first rehired providing the laid off employee has the ability to perform the job functions.

Section 3. If the Borough determines that the procedure for laying off persons first with the least seniority and rehiring persons with the greatest seniority cannot be honored in the case of a particular employee because of the needs of the municipality, and the skills, or lack of skills of the person being laid off or rehired, the Borough shall notify the Union of its intention and the reasons therefore. If the Union disagrees with the intended action of the Borough, it shall have the right to file a grievance pursuant to Article III within five (5) days from the mailing of the Borough's Notice of Intended Action. Failure of the Union to file a grievance shall be determined a waiver thereof and the acceptance of the position of the Borough.

Section 4. The Borough when recalling laid off employees, shall contact the employee at the employee's last known address and the employee shall have two (2) works days to respond to such recall notice.

Section 5. The Borough agrees to give at least two (2) weeks notice whenever making permanent layoffs, to the Association and the affected members. Notices must be given in writing to the employees and the Association.

Section 6. If a laid off employee does not accept a recall offer from the Borough, said employee shall retain his/her position on the recall list for a period of two (2) years from the date of layoff.

Section 7. In the event of layoff, those employees terminated by the Borough shall be entitled to two weeks of base salary and if entitled, longevity as severance pay.

Section 8. The Article XXV does not apply to anyone fired for just cause.



## ARTICLE XXVI

### COLLECTIVE NEGOTIATIONS PROCEDURE

Section 1. One (1) employee from each department up to maximum of four (4) employees shall be excused from his/her normal work duties in order to attend collective negotiations sessions.

Section 2. Employees will not suffer any loss of regular straight time pay for attending collective negotiations sessions as noted in Section 1 above during their regularly scheduled straight time working hours.

Section 3. Any employee involved in collective negotiations shall be given a reasonable period of time to report to his/her normal job assignment after the conclusion of the negotiation session. The determination by the employee's supervisor of a reasonable amount of time for the employee to change into a uniform, if appropriate, and/or time for the employee to obtain a meal if it is customary for the employee to have such a meal prior to reporting for duty.

ARTICLE XXVII

ASSOCIATION FACILITIES

The Borough agrees to make available to the Association one (1) file cabinet in order to store Association records only. The borough agrees to make available one (1) bulletin board for posting of Association notices (to be positioned somewhere accessible to all Association Members).

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## ARTICLE XXVII

### ASSOCIATION RIGHTS

Section 1. All Association members shall be treated fairly and free from harassment from any Borough official or supervisor.

Section 2. The Association shall be given three (3) days written notice of any disciplinary action or hearing before the Mayor and Council so that employees may have time to get proper legal counsel as provided by the Association or by his/her choice.

Section 3. No employee under this agreement may be fired, demoted, or suspended without pay, without a meeting before his/her Supervisor, Department Head.

Section 4. The Borough of Neptune City shall furnish the Association any promotions, demotions, hirings, firings or layoffs shall be reported to the Association.

Section 5. Any job openings shall be posted for a period of eight days prior to any selection for a job opening. Such notice must be dated and signed by the initiator with copies posted on the employee's bulletin board.

Section 6. Any employee who is required to meet with a supervisor or representative of the Borough on a matter which may lead to disciplinary action, shall be notified.

ARTICLE XXIX

CDL LICENSE

Section 1. The Borough will pay costs associated with renewal for CDL license. When possible, at the discretion of Public Works Superintendent, employees will be released from work with pay to renew their license.

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ARTICLE XXX

SCHOOLING

Employees shall be reimbursed up to \$500 per year for job related schooling under the following conditions:

- a. The Superintendent of Public Works approves of the schooling before registering for school.
- b. In order for the tuition to be paid, the employee must satisfactorily complete the class/course

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c.

ARTICLE XXXI

SEPARABILITY AND SAVINGS

Section 1. Each and every clause of the Agreement shall be deemed separable from each and every other clause of this Agreement.

Section 2. It is understood and agreed that if any provision of this Agreement or the application of the Agreement to any person or circumstance shall be held invalid, the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be affected thereby.

Section 3. If any such provisions are so held to be invalid, the Borough of Neptune City and the Union will meet for the purpose of negotiating changes made necessary by applicable law.

If neither party exercised its right set forth herein to renegotiate this Agreement,  
said Agreement shall remain in full force in accordance with the provision of the Article.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this  
22 day of Feb, 2012.

ATTEST:

Mary E Sapp  
BOROUGH CLERK

THE BOROUGH OF NEPTUNE CITY  
COUNTY OF MONMOUTH,  
NEW JERSEY

BY: [Signature]

BY: Mary E Sapp

BY: \_\_\_\_\_

ATTEST:

Madonna Hempsted

MADONNA HEMPSTED  
Notary Public of New Jersey  
Commission Expires 5/8/2012

IFPTE LOCAL 196, NEPTUNE CITY

BY: Wayne D Edwards

BY: [Signature]

BY: \_\_\_\_\_